



METROPOLITAN
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COMMISSION

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Adrienne J. Tissier, Chair
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Cities of Contra Costa County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Mark Green
Association of Bay Area Governments

Scott Haggerty
Alameda County

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San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
Cities of Santa Clara County

Jake Mackenzie
Sonoma County and Cities

Kevin Mullin
Cities of San Mateo County

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Sperring
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

June 8, 2011
MINUTES

Attendance

Vice Chair Wiener called the meeting to order at approximately 10:02 a.m. Committee members present were: Commissioners Bates, Campos, Dodd, Glover and Sartipi. Commissioners Tissier and Rein-Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc members of the Committee were: Giacopini, Green, Haggerty, Halsted and Mackenzie.

Item 2: Consent Calendar: Upon the motion of Commissioner Bates and the second by Commission Dodd, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of May 11, 2011.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of April: Report of Operating Income for FY 2010-11 as of April 2011; Report of Operating Expenditures for FY 2010-11 as of April 2011; Report of Capital Projects for FY 2010-11 as of April 2011; FY 2010-11 Contract Services Disbursement Report for April 2011. For the month of April 2011, the monthly financial report listed one (1) contract executed by the Executive Director in the amount of \$100,000 and under, and eight (8) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrance salaries and benefits through April 2011.

Item 2c: Investment Report

The Committee received the Investment Report for the month of April 2011.

Item 2d: Contract Amendment – Onboard Transit Survey – Redhill Group, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Redhill Group, Inc. to develop and conduct transit surveys to support the refinement of analytical planning tools, equity analyses, and project evaluation and the Chief Financial Officer was authorized to set aside funds up to \$662,354 for such contract amendment.

Item 2e: Contract Renewal – Design and Production Services for *Transactions* Newsletter, MTC/BATA Annual Report, Plan Bay Area, FasTrak® and Clipper® Customer Service and Public Outreach in FY 2011-12:

- i. *Finger Design and Associates, Oakland, CA*
- ii. *Patricia Bruning Design, Berkeley, CA*
- iii. *L Studio, Sausalito, CA*
- iv. *Traverso Santana Design, Piedmont, CA*
- v. *Visual Strategies, San Francisco, CA*

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Finger Design Associates to provide design and production services for *Transactions*, the annual report and other miscellaneous design projects through June 2012, and the Chief Financial Officer was directed to set aside funds up to \$150,000 for such contract amendment.

Additionally, the Committee authorized the Executive Director or his designee to negotiate and enter into contracts with individual consultants not to exceed a total of \$50,000 cumulative with one or more of the design firms listed above (excluding Finger Design and Associates) to provide design and production services through FY 2010-11, subject to availability of funds.

Item 2f: Contracts: Project-based Temporary Staffing Services:

- i. *Blackstone Technology, San Francisco, CA (\$156,000)*
- ii. *Mainz Brady, Oakland, CA (\$190,840)*
- iii. *Modis, San Ramon, CA (\$250,000)*
- iv. *International Program Services (IPS), San Mateo, CA (\$431,190)*
- v. *Local Government Services (LGS), Carmel, CA (\$3,098,976)*

The Committee authorized the Executive Director or his designee to issue purchase orders to the vendors listed above (excluding LGS) up to the amounts listed to provide project-based staffing services and the Chief Financial Officer was directed to set aside said amounts in FY 2011-12 funds for such purchase orders, subject to adoption of the FY 2011-12 Agency Budget.

Additionally, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with LGS to provide project-based staffing services and the Chief Financial Officer was directed to set aside \$3,098,976 in FY 2011-12 funds for such contract amendment, subject to the adoption of the FY 2011-12 Agency Budget.

Item 2g: Contract Amendment: High School Internship Program Support: Career Alliance

The Committee authorized the Executive Director or his designee to execute a contract amendment for the High School Internship Program with Career Alliance who will hire those high school students selected to participate in the program; assign each student to the work site identified by MTC; and collect timesheets from students and their supervisors and process paychecks for the students on a weekly or biweekly basis. The Chief Financial was authorized to set aside funds up to \$123,360 for such amendment.

Item 2h: Contract: Regional Agencies Climate Protection Program: Elmwood Consulting

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Elmwood Consulting for Regional Agencies Climate Protection Program Implementation and the Chief Financial Officer was directed to set aside funds up to \$125,000 for such contract.

Item 3: Resolution No. 4010 – MTC FY 2011-12 Agency Budget

Brian Mayhew, Chief Financial Officer presented the MTC FY 2011-12 Agency Budget to the Committee.

Commissioner Dodd requested that a review and comparison with the Bay Area public agencies be made of MTC salaries, benefits and pension expenditures. Executive Director Heminger advised that currently agency and staff negotiations were underway regarding this issue and would be addressed at the June 2011 Commission meeting.

Commissioner Campos inquired of the proposed addition of a position to the General Counsel's office. Mr. Heminger and MTC General Counsel Adrienne Weil advised that due to the influx of bid protests, privacy policy issues and specialization requirements of other legal matters, an additional position is needed.

Commissioner Bates asked how the expected relocation expenditures would affect the budget. Mr. Mayhew indicated that it would be reflected in the BATA budget as a facility acquisition cost.

It was moved by Commissioner Bates and seconded by Commissioner Dodd to refer Resolution No. 4010 which approves the MTC FY 2011-12 Agency budget, to the Commission for approval. This motion passed unanimously.

Item 4: MTC / ABAG Interagency Agreement for FY 2011-12

Ann Flemer presented the staff recommendation for the FY 2011-12 Interagency Agreement with the Association of Bay Area Governments (ABAG).

Commissioner Campos inquired as to the strategy that will be implemented regarding structural budgetary issues. Ezra Rapport, ABAG Executive Director, stated that although \$1.2 million in grant funding is no longer available, ABAG has implemented changes while maintaining planning resources and building relationships with local governments and their planning directors to participate in the joint effort of land use and transportation planning as a region. These changes include identifying duplicate efforts between MTC and ABAG and working together to utilize staff and resources in a more efficient manner. Although these efforts have reduced the deficit to approximately \$400K, it continues to place ABAG with an imbalance for next fiscal year. ABAG is also seeking additional funding through other sources.

Commissioners Green and Bates asked that ABAG continue to identify additional inefficiencies and to integrate staff efforts with MTC whenever possible. Mr. Rapport stated that it is their goal to maintain a balanced budget and create a reserve fund.

It was moved by Commissioner Campos and seconded by Commissioner Bates to refer the FY 2011-12 MTC/ABAG Interagency Agreement to the Commission for approval. This motion passed unanimously.

Items 5 and 6: Closed Session/Open Session

Vice Chair Wiener advised there would be no closed session.

Item 7: Other Business/Public Comment/Adjourn

There being no further business or public comment, the meeting was adjourned at approximately 10:31 a.m. The next Committee meeting date will be on July 13, 2011 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

